

## **NIH Policy Manual**

**2300-935 – NIH Orientation Program**  
**Issuing Office: OD/OM (301) 496-1873**  
**Release Date: 09/01/03**

1. **Explanation of Material Transmitted:** This chapter describes policy and procedures for ensuring that all new NIH staff complete the on-line NIH Orientation Program. This revised version includes additional details in the Responsibilities, Policy, and Procedures sections of this chapter.

### **2. Filing Instructions:**

**Remove:** NIH Manual 2300-935 dated 4/28/03

**Insert:** NIH Manual 2300-935 dated 09/01/03

**Please Note:** For information on:

- o Content of this chapter, contact the Office of Management Assessment, OM, on 496-1873.
- o NIH Manual System, contact the Office of Management Assessment, OM, on (301) 496-2832.
- o On-line information, enter this URL:  
<http://www1.od.nih.gov/oma/manualchapters/>

## NIH ORIENTATION PROGRAM

**A. PURPOSE:** This chapter describes policy and procedures for ensuring that all new NIH staff complete the on-line NIH Orientation Program. This revised version includes additional details in the Responsibilities, Policy, and Procedures sections of the chapter.

**B. BACKGROUND:** This required on-line Orientation Program provides new staff with a broad overview of the NIH mission, history, benefits, resources, and opportunities. It also informs NIH staff about regulations governing the stewardship of public funds, computer security, respect in the workplace, ethical responsibilities, and fair employment practices. Staff are required to complete courses dependent on the type of position they occupy. The Orientation Program provides the information needed to cover each of these topics, as well as links to the official policies. Some ICs may choose to supplement this Program with an IC-specific orientation.

**C. REFERENCES:** NIH Policy Manual <http://www1.od.nih.gov/oma/manualchapters/>

**D. DEFINITIONS:** For purposes of this chapter, NIH staff includes all NIH employees in permanent or temporary full-time equivalent (FTE) positions, all trainees (pre- and postdoctoral fellows, students), all Guest Researchers and Special Volunteers, and all contractors.

### **E. RESPONSIBILITIES:**

(1) All new staff are responsible for completing the Orientation Program in accordance with this policy.

(2) Executive Officers (EOs) in each IC are responsible for designating an official and an alternate official for this program and for ensuring that all new staff within the IC complete the Orientation Program.

(3) The IC designated official and his or her alternate are responsible for monitoring compliance and notifying IC officials of any delinquencies.

(4) The Office of Management Assessment (OMA)/OD is responsible for oversight of the program.

**Release Date: 9/1/03**

**Replaces: 4/28/03**

**Issuing Office: OD/OM (301) 496-1873**

## **NIH ORIENTATION PROGRAM**

### **F. POLICY:**

All new staff are required to complete the Online Orientation within three weeks of the date they enter on duty (EOD) at NIH.

### **G. PROCEDURES:**

#### **1. LETTER TO NEW STAFF**

The Office of Human Resources (OHR) provides new Full Time Equivalent (FTE) staff, on the day they enter on duty, with a letter explaining the requirement to complete the on-line Orientation Program (Appendix 1). This includes the following position categories:

Administrative Management and Support Staff, FTE  
Administrative Management and Support Staff, Commissioned Corps  
Clinical Research Support Staff, FTE  
Clinical Research Support Staff, Commissioned Corps  
Scientific Staff, FTE  
Scientific Staff, Commissioned Corps  
Scientific Staff, FTE, Foreign National

The IC Administrative Officer (AO) provides the letter to new non-FTE staff. This includes the following position categories:

Administrative Management and Support Staff, non-FTE  
Clinical Research Support Staff, non-FTE  
Scientific Staff, non-FTE  
Scientific Staff, non-FTE, Foreign National  
Scientific Staff, Contractor

The letter will be marked to indicate the category in which the position belongs and, for intramural scientific staff, their intramural professional designation. The category will determine which topics in the NIH Orientation Program are required for a given staff member. The letter will also inform new staff how to access the on-line NIH Orientation Program.

#### **2. COMPLIANCE MONITORING AND REPORTING**

IC EOs will have responsibility for ensuring compliance within their IC. The Division of Employee Relations and Training (DERT/OHR/OM) will develop and maintain the Orientation Program tracking database. The Orientation Program tracking database will download information on new staff at regular intervals (daily,

**Release Date: 9/1/03****Replaces: 4/28/03****Issuing Office: OD/OM (301) 496-1873**

### **NIH ORIENTATION PROGRAM**

weekly) from the NIH Enterprise Directory (NED). Tracking system information will be used to report on staff completion of the Orientation Program. The IC-designated official will be able to access the tracking system as needed. The designated official should access the system at least once each month and notify appropriate IC officials of any delinquencies so that the IC can take steps to ensure compliance. Reports will be available on-line listing those who have completed the Orientation Program and those who still need to do so (each IC will be able to view only the tracking reports of their own IC staff).

OMA will conduct overall program oversight. Every Fiscal Year quarter, OMA will analyze the three previous monthly reports to determine whether any IC has staff who have not met the training requirement for the Orientation Program. In those cases, OMA will provide the names of delinquent staff to the IC EO with a reminder that the delinquent staff must take the training. The IC EO will take action to ensure that the training is taken.

Semiannually, OMA will analyze summary statistics on program participation by each IC, and will provide the NIH Deputy Director for Management (DDM) with a listing of ICs that had a delinquency rate of 10 percent or more during the previous six-month period for staff required to complete the Orientation Program. The DDM will inform the EO and/or the IC Director, who will ensure that delinquent staff take the training and will review IC processes to eliminate future delinquency.

### **H. RECORDS RETENTION AND DISPOSAL:**

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual Chapter 1743, "Keeping and Destroying Records, Appendix 1, "NIH Records Control Schedule," Item 2300-410-2-a-1) which covers Training Records, general files. Refer to the NIH Chapter for specific disposition instructions.

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and

**Release Date: 9/1/03**

**Replaces: 4/28/03**

**Issuing Office: OD/OM (301) 496-1873**

### **NIH ORIENTATION PROGRAM**

are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

**I. MANAGEMENT CONTROLS:** The purpose of this manual issuance is to provide consistent policies and procedures for administration of the NIH Orientation Program.

- (1) OMA will be responsible for reviewing Management Controls relative to this chapter.
- (2) Frequency of Review: Ongoing review by OMA of monthly reports for all ICs.
- (3) Method of Review: OMA will notify the DDM semiannually if there is significant noncompliance with this policy. The DDM will contact the EO and/or the IC Director to have them take appropriate action.
- (4) Review Reports are sent to: Deputy Director for Management (DDM), Deputy Director for Extramural Research (DDER), Deputy Director for Intramural Research (DDIR)

**J. CONTACT INFORMATION:** Call the Office of Management Assessment, OM, on (301) 496-1873 if you have questions on this chapter.

Release Date: 9/1/03

Replaces: 4/28/03

Issuing Office: OD/OM (301) 496-1873

**NIH ORIENTATION PROGRAM****Appendix 1**

Welcome to the National Institutes of Health, an agency of the Department of Health and Human Services!

The NIH is the United States Government's focal point for health research. Our mission is to uncover new knowledge that will lead to better health for everyone. To this end, the NIH invests billions of dollars in scientific research annually. There are thousands of people working at the NIH in varied occupations, all supporting research efforts for a healthy nation. As a part of the NIH community, you will be supporting a vital effort to improve the health and lives of all Americans and countless others around the world. You will be contributing to research that generates new knowledge about the prevention and treatment of diseases and disabilities, from the rarest genetic disorder to the common cold.

One of your first duties will be to complete the on-line orientation program, which will provide you with a summary of important information about the NIH. Please explore each topic to learn about the many benefits, opportunities, and resources available to you and **complete the orientation program within the first three weeks at the NIH**. You will be told which topics you are required to complete when you log on. In addition, mandatory courses are described, also dependent on your position.

**To complete the on-line orientation program:**

1. open your browser and go to <http://orientation.nih.gov>
2. at the login screen, type in your NIH ID number (found on the front of your NIH ID)
3. select your position category (as indicated below)

**Your position is in the following category:**

- Administrative Management and Support Staff, FTE
- Administrative Management and Support Staff, Commissioned Corps
- Administrative Management and Support Staff, non-FTE
- Clinical Research Support Staff, FTE
- Clinical Research Support Staff, Commissioned Corps
- Clinical Research Support Staff, non-FTE
- Scientific Staff, FTE
- Scientific Staff, Commissioned Corps

Release Date: 9/1/03

Replaces: 4/28/03

Issuing Office: OD/OM (301) 496-1873

**NIH ORIENTATION PROGRAM**

- Scientific Staff, non-FTE
- Scientific Staff, FTE, Foreign National
- Scientific Staff, non-FTE, Foreign National
- Scientific Staff, Contractor
- You need to take the DHHS Project Officers Course

**As part of the intramural scientific staff, your Intramural Professional Designation (IPD) is:**

- Senior Investigator (tenured)
- Investigator (tenure track)
- Adjunct Investigator
- Senior Scientist/Senior Clinician
- Staff Scientist/Staff Clinician
- Research Fellow/Clinical Fellow, Senior Research Fellow/Clinical Fellow
- Postdoctoral Fellow ( Intramural Research Training Award (IRTA)  NCI Cancer Research Training Award (CRTA)  Visiting Fellow  Special Volunteer  Guest Researcher  ORISE Senior Fellow)
- Student ( high school student  medical student  graduate student  postbaccalaureate IRTA  technical IRTA  undergraduate student)
- Research Assistant/Senior Research Assistant